CITY OF SAN ANTONIO
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CONTROLLER
FINANCE DEPARTMENT

The City of San Antonio Finance Department is recruiting for a Controller who reports to the Assistant Director of Finance and is responsible for performing highly complex and technical accounting, financial reporting and administrative work with the full responsibility for accounting activities and functions related to the Financial Reporting and General Ledger Sections of the Finance Department. The Controller works closely with other city department representatives, the City's external auditors', and the Office of Management and Budget, and exercises direct supervision over professional staff.

Essential job functions include, but are not limited to, the following: Oversees and coordinates all activities and functions for areas of responsibility to include general ledger, financial reporting, fixed assets, capital projects, self-insurance, and federal and state grants. Establishes, maintains and drives continuous improvement of internal accounting and administrative controls for the safeguarding of the City's assets. Establishes and ensures compliance with the City's financial policies and procedures. Directs the timely month-end and year-end closing processes of financial information resulting with the highest level of quality and reliability. Coordinates and develops quarterly and annual financial reports, to include the City's Comprehensive Annual Financial Report and Single Audit Report in compliance with the governmental accounting and auditing and financial reporting standards. Coordinates and develops monthly financial reporting, monthly and quarterly regulatory filings and reporting, and other required management reports. Coordinates audits, to include the annual audit, and develops and schedules outside auditor activities. Acts as a resource to and liaison between City Departments within COSA as well as external contacts. Provides technical guidance and direction. Coordinates the completion of accounting projects as directed by the Director or Assistant Director. Coordinates the duties and responsibilities of Section Managers to ensure proper and fair distribution of workload. Interviews, selects, supervises, develops, evaluates, counsels, and if necessary, disciplines personnel according to established COSA policies, procedures, and guidelines. Works closely with the Finance Operations Business Administrator to define Standard Operating Procedures, Service Level Agreements, and process improvement initiatives. Assists in the preparation of the department's operating budget. Performs related duties and fulfills responsibilities as required.

The ideal candidate should possess knowledge of governmental accounting, Generally Accepted Accounting Principles and financial reporting to include the preparation of the City's Comprehensive Annual Financial Report and Single Audit Reports. Preferred requirements include knowledge of SAP Finance (FI), Controlling (CO), Funds Management (FM), ERP and business intelligence packages. This position requires that the successful candidate be licensed as a Certified Public Accountant (CPA) or Certified Government Finance Officer (CGFO), have a Bachelor's Degree from an accredited college or university with a major coursework in Business Administration with a concentration in Finance or Accounting; Eight (8) years of increasingly responsible accounting experience including four (4) years of supervisory responsibility over professional accounting staff, and a valid Class "C" Texas Driver's License or ability to obtain a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas. All job offers are pending satisfactory results from pre-employment drug testing, and reference, background and credential verification.

Salary is dependant on experience and qualifications. Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave, and voluntary benefits. This position is exempt from Civil Service and subject to at-will employment status.

Candidate information will be accepted until filled. Apply with cover letter, resume (detailing work and education history) with contact information to: City of San Antonio Finance Department, Attention: Renee Navarro, Human Resources Generalist, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays – *Monday, May 29, 2006 is a city holiday*) from 7:30 AM to 5:15 PM, at the Finance Department located at 506 Dolorosa, City Hall Annex, downtown San Antonio; or e-mailed to financerecruitment@sanantonio.gov.

For additional information, contact Renee Navarro at (210) 207-6197.